

## **Children's Trauma Assessment Center, WMU Unified Clinics**

**[www.wmich.edu/traumacenter](http://www.wmich.edu/traumacenter)**

### **Evaluation Associate**

Pay Type: Temporary

Hours: Part Time

Location: Flexible – Kalamazoo, Flint, or Detroit

Dept: Unified Clinics Children's Trauma Assessment Center Evaluation

#### **General Summary**

Conducts evaluation for Children's Trauma Assessment Center grant/contract-funded projects

#### **Major Duties**

- Conduct evaluation activities according to the developed evaluation plan.
- Develop/assist developing database/data storage plan for project.
- Develop/assist developing data collection strategy.
- Implement data collection, or implement with assistance.
- Implement and oversee data management of specified projects related to grant-and contract-funded evaluation and/or research.
- Assist senior evaluator in implementing projects.
- Prepare evaluation reports by compiling and analyzing data.
- Assist senior evaluator in preparation of grant and contract proposals.
- Other duties as assigned.

Qualifications: Bachelors degree required masters preferred in statistics, sociology, psychology, or similar field. Data management/analysis competency. Strong written and oral communication skills. Experience with multiple types of word-processing and spreadsheet software.

Desired Qualifications: Masters degree. Experience with Human Subjects Institutional Review Board. Experience with data storage software. Experience with SPSS and/or other data analysis software. Experience within the child welfare system.

To apply email resume to [Joanna.c.randazzo@wmich.edu](mailto:Joanna.c.randazzo@wmich.edu) . Western Michigan University is an affirmative action equal opportunity employer

Position expire 4/20/2014

WMU is an EO/AA employer.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2010